

**ACCOUNTANT-AUDITOR I***Class Definition*

Under close supervision, performs professional accounting work in maintaining and auditing accounts.

*Distinguishing Characteristics*

Accountant-Auditor I is the entry level class in the professional accounting series. Incumbents perform professional accounting or auditing duties requiring the application of generally accepted accounting principles. Assignments may involve independently maintaining a variety of accounts, or participation in the work of a unit engaged in collecting and recording financial information. Accountant-Auditor I differs from Accounting Technician in that incumbents of the latter perform technical or para-professional accounting work that does not require the application of broad professional knowledge or judgement. Accountant-Auditor I differs from Accountant-Auditor II in that the latter is the experienced level class in which incumbents perform the full range of accounting or auditing duties with a minimum of supervision.

*Typical Tasks*

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Prepares a variety of accounting reports; audits and balances ledgers; prepares financial reports on special assignments.

Performs detailed audits and examinations of records of commercial establishments for business license and room tax purposes.

Audits agencies under agreements with City and commercial tenants of City property for compliance with terms of leases.

Performs internal cash and other audits as required; prepares written reports of audits with suggested changes or improvements when necessary.

Prepares accounting analyses; distributes revenues and expenses; prepares vouchers for general ledger entries; audits daily cash sheets.

Provides a check and balance function for all City expenditures and verifies fund balances prior to their payment.

Maintains accounting records; prepares trial balances and monthly and annual financial reports; maintains city asset inventory control records.

Processes City payroll in accordance with City resolutions, Fresno Municipal Code, and agreements with labor organizations.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of generally accepted accounting and auditing principles, methods and their application to governmental and commercial accounting systems.

Knowledge of modern office methods, practices, and procedures, including data processing procedures and equipment.

Ability to learn the general principles of public finance, governmental budgeting and reporting, and cost accounting.

Ability to process the flow of a considerable volume of detail work and to solve related problems.

Ability to prepare a variety of routine and special financial and statistical reports ~

Ability to express ideas clearly and concisely both orally and in writing. Ability to maintain effective working relationships with the public, government officials, and other employees.

*Minimum Qualifications*

A Bachelor's Degree from an accredited college or university which included twenty semester units in accounting, or three years of experience equivalent to that gained as an Accounting Technician with the City of Fresno and a minimum of twenty semester units in accounting from an accredited college or university.

*Necessary Special Requirement*

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_

Director of Personnel

DATE: \_\_\_\_\_

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